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**411<sup>th</sup> BSB  
Environmental Management System's  
Cross Functional Team  
28 July 2004  
Meeting Summary**

The EMS Coordinator, Ms. Osborne-Flesch, provided an introduction to the meeting and summarized the material that was handed out.

Ms. Osborne-Flesch conducted training on "Scoring Impacts" and led the CFT Members through an Example of scoring the activities under the heading "Aviation".

Ms. Osborne-Flesch presented draft versions of the Procedures for Internal/External Communications and Identification of Legal and Other Requirements. CFT Members were requested to provide comments on these procedures to Ms. Osborne-Flesch by the next CFT Meeting (01 September 2004). In addition, Ms. Osborne-Flesch informed the CFT that the Final version of the Identification of Aspects and Impacts Procedure has been submitted to the Commander for Approval and Signature.

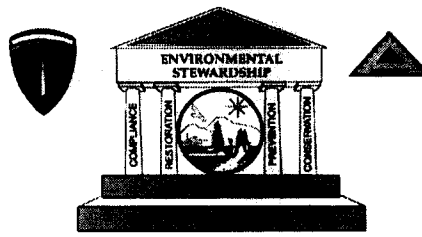
Ms. Osborne-Flesch discussed the individual meetings she has been conducting with CFT Members and Unit Environmental Coordinators in order to gather data for the development of the Aspects Registry. Ms. Osborne-Flesch announced that she will continue to meet with both CFT Members and Unit Environmental Coordinators during the coming months to complete the compilation of BS activities.

A **POTENTIAL** upcoming USACHPPM EMS Audit was discussed. The audit is tentatively scheduled for October and will require the following information to be collected prior to the visit:

- Environmental policies/procedures/plans
- Organizational chart
- EMS policy/plan
- Strategic goals and objectives
- P2 goals

During the USACHPPM visit, the following documentation will be reviewed:

- Minutes from EQCC Meetings
- Pollution Prevention Plan
- Spill Plans (SPCCP, ISPS, FRP, etc.) and any emergency exercise after action reports



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- Job descriptions (personnel w/environmental responsibilities)
  - Environmental compliance audit reports (e.g., ECAS/EPAS) and ICAP
  - Regulatory inspections and corrective actions
  - Permits (or related operational control documentation)
  - SOPs (Maintenance, Calibration, etc.)
  - Training Records

In addition to reviewing BSB documentation, interviews will be conducted with the personnel from the following areas within the BSB:

- SJA (specifically the Environmental Attorney if there is one)
- CPO (review job descriptions and TDAs)
- Major Tenants (especially those that interact with EMO)
- Resource Management (to review interagency support agreements and training records)
- Fire Dept (to discuss spill exercises and their support to the EMO)
- Env Office (Chief and team leaders; EMS manager(s))
- DOL (HSMS and Director)
- Contracting Office (to discuss environmental language in contracts)
- PAO (handling complaints, policy distribution)
- Battalion Commander
- DPW (operations, engineering, work desk, JOC)
- Master Planner

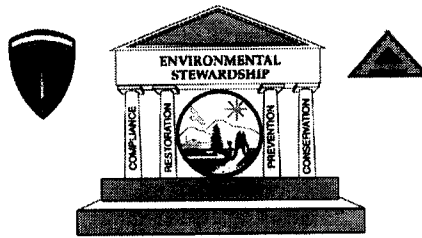
Each attendee was presented a Cross Functional Team Manual with the following information:

1) Hardcopies of:

- Agenda;
- the Slide Presentation;
- Draft Procedure for Identification of Legal and Other Requirements;
- Draft Procedure for Internal/External Communications.

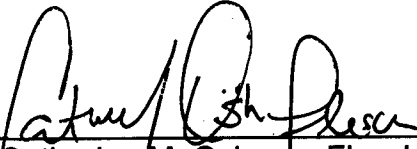
At the end of the meeting, the CFT Members were reminded that the next meeting will be held on 01 September 2004 at 1330 on Tompkins Barracks, Building 4219. Directions to the meeting location were provided and are as follows:

**Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.**



Attendees:

COL John Davis, HDENTAC  
MSG James Byrnes, 30<sup>th</sup> Med  
Ms. Becky Cajigal, CPOC  
Mr. Tim Green, CPD  
Mr. Jo Kelly, 7<sup>th</sup> ATC  
Mr. Patrick Sutherland, 7<sup>th</sup> ATC  
Mr. Donald Wolf, Hammonds  
Mr. James Campbell, USACCE  
Ms. Arrie Carson, DECA  
Mr. James Johnson, USACCE  
Ms. Tara Swanson, HMEDDAC  
Mr. Nate Ballard, AFN  
Mr. Ed Subjek, AMC

  
Catherine M. Osborne-Flesch  
411<sup>th</sup> BSB DPE EMO  
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members  
MAJ Capps, 411<sup>th</sup> BSB DPW  
Mr. Taylor, 411<sup>th</sup> BSB DPW  
Mr. Graves, 411<sup>th</sup> BSB  
LTC Vanderpot, 411<sup>th</sup> BSB